NSF Computer Science, Engineering, and Mathematics Scholarships (CSEMS)

Program Solicitation

NSF 01-62

DIRECTORATE FOR EDUCATION AND HUMAN RESOURCES

DIVISION OF UNDERGRADUATE EDUCATION

LETTER OF INTENT DUE DATE(S) (*optional*): March 15, 2001

FULL PROPOSAL DEADLINE(S): May 1, 2001

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SUMMARY OF PROGRAM REQUIREMENTS

GENERAL INFORMATION

Program Title: NSF Computer Science, Engineering, and Mathematics Scholarships (CSEMS)

Synopsis of Program: This program supports scholarships for academically talented, financially needy students, enabling them to enter the high technology workforce following completion of an associate, baccalaureate, or graduate level degree in computer science, computer technology, engineering, engineering technology, or mathematics. Academic institutions apply for awards to support scholarship activities, and are responsible for selecting scholarship recipients, reporting demographic information about student scholars, and managing the CSEMS project at the institution.

Cognizant Program Officer(s):

- Harriet Taylor, Co-Lead Program Officer, Division of Undergraduate Education, Room 835, telephone: 703-292-4642, e-mail: htaylor@nsf.gov.

- Diane Jones, Co-Lead Program Officer, Division of Undergraduate Education, Room 835, telephone: 703-292-4629, e-mail: djones@nsf.gov.

Applicable Catalog of Federal Domestic Assistance (CFDA) Number(s):

- 47.076 --- Education and Human Resources

ELIGIBILITY INFORMATION

- **Organization Limit:** Institutions of higher education (as defined in section 101 (a) of the Higher Education Act of 1965) in the United States and its territories that grant associate, baccalaureate or graduate degrees in computer science, computer technology, engineering, engineering technology, or mathematics are invited to submit proposals.

  Awardees from the August, 1999 CSEMS competition who submit a request for supplemental funds under the January 2, 2001 Dear Colleague solicitation (NSF 01-40) are not eligible to submit proposals in response to this program solicitation.

- **PI Eligibility Limit:** The Principal Investigator must be a faculty member within one of the CSEMS disciplines who can provide the leadership needed in order to ensure the success of the project. Projects involving more than one department within an institution

are eligible, but a single Principal Investigator must accept overall management responsibility. Other members of the CSEMS project management team may be listed as Co-Principal Investigators.

- **Limit on Number of Proposals:** An institution may submit no more than one proposal per competition.

AWARD INFORMATION

- **Anticipated Type of Award:** Standard or Continuing Grant

- **Estimated Number of Awards:** Approximately 100.

- **Anticipated Funding Amount:** Approximately $35.4 million for FY 2002, pending availability of funds. Awards are normally not expected to exceed $100,000 per year for up to four years.

PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Proposal Preparation Instructions

- **Letters of Intent:** Submission of Letters of Intent is optional. Please see the full program announcement/solicitation for further information.

- **Full Proposals:** Supplemental Preparation Guidelines

  - The program announcement/solicitation contains supplements to the standard Grant Proposal Guide (GPG) proposal preparation guidelines. Please see the full program announcement/solicitation for further information.

B. Budgetary Information

- **Cost Sharing Requirements:** Cost Sharing is not required.

- **Indirect Cost (F&A) Limitations:** No indirect costs are allowed

- **Other Budgetary Limitations:** Other budgetary limitations apply. Please see the full program announcement/solicitation for further information.

C. Deadline/Target Dates

- **Letters of Intent (*optional*):** March 15, 2001

- **Preliminary Proposals (*optional*):** None

- **Full Proposal Deadline Date(s):** May 1, 2001

D. FastLane Requirements

- **FastLane Submission:** Full Proposal Required

- **FastLane Contact(s):**

    - FastLane Help Desk, telephone: 703-292-8042, e-mail: fastlane@nsf.gov.

    - Antionette Allen, Computer Specialist, Division of Undergraduate Education, Room 835, telephone: 703-292-4646, e-mail: duefl@nsf.gov.

    - Mark Claire, Science Education Analyst, Division of Undergraduate Education, Room 835, telephone: 703-292-4619, e-mail: duefl@nsf.gov.

PROPOSAL REVIEW INFORMATION

- **Merit Review Criteria:** National Science Board approved criteria. Additional merit review considerations apply. Please see the full program announcement/solicitation for further information.

AWARD ADMINISTRATION INFORMATION

- **Award Conditions:** Standard NSF award conditions apply.

- **Reporting Requirements:** Additional reporting requirements apply. Please see the full program announcement/solicitation for further information.

TABLE OF CONTENTS

I. INTRODUCTION

The NSF Computer Science, Engineering, and Mathematics Scholarship (CSEMS) program provides institutions with funds for student scholarships to encourage and enable academically talented but financially needy students to enter the high technology workforce following completion of an associate, baccalaureate, or graduate degree in computer science, computer technology, engineering, engineering technology, or mathematics. The program was established by the National Science Foundation (NSF) in accordance with the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277). The Act reflects the national need to increase substantially the number of American high technology workers and to develop high-quality professionals in these fields.

II. PROGRAM DESCRIPTION

The CSEMS program emphasizes the importance of recruiting students to high technology disciplines, mentoring and supporting students through degree completion, and partnering with industry to facilitate student career placement in the high technology workforce. Participating institutions are expected to support the goals of the CSEMS program including:

- Increased numbers of well educated and skilled employees in technical areas of national need;

- Improved educational opportunities for students in the named disciplines;

- Increased retention of students to degree achievement;

- Improved student support programs at institutions of higher education;

- Strengthened partnerships between institutions of higher education and the local high technology industry.

Student eligibility is determined, in part, by demonstrated financial need as defined by the U.S. Department of Education to be the difference between the institutional Cost of Attendance and the Estimated Family Contribution (see http://www.ed.gov/prog_info/SFA/StudentGuide/2000-1/need.html or http://www.fafsa.ed.gov). CSEMS scholarship funds may be used for expenses included in the institution's Cost of Attendance as calculated according to US Department of Education guidelines. Refer to Section III. C. (Scholarship Recipients) in this Solicitation for details.

It is expected that scholarship recipients will achieve one of the following by the end of the scholarship award period:

- Receive an associate, baccalaureate, or graduate degree in one of the CSEMS disciplines;

- Transfer from an associate to a baccalaureate degree program or from an undergraduate to a graduate program in one of the CSEMS disciplines;

- Successfully complete a stage within an associate, baccalaureate, or graduate degree program in one of the CSEMS disciplines that, in the particular institution, is documented and described as a point of unusually high attrition.

CSEMS grants may be made for up to four years and may provide individual scholarships of up to $3125 per year. Awardee institutions may elect to support individual student scholars for four years or may elect to support several cohorts of students for a shorter duration within the award period.

III. ELIGIBILITY INFORMATION

A. Institutions

Institutions of higher education (as defined in section 101 (a) of the Higher Education Act of 1965) in the United States and its territories that grant associate, baccalaureate or graduate degrees in computer science, computer technology, engineering, engineering technology, or mathematics are invited to submit proposals. An institution may submit no more than one proposal per competition.

B. Principal Investigator

The Principal Investigator must be a faculty member within one of the CSEMS disciplines who can provide the leadership needed in order to ensure the success of the project. Projects involving more than one department within an institution are eligible, but a single Principal Investigator must accept overall management responsibility.

C. Scholarship Recipients

CSEMS scholarship recipients will be selected by the awardee institution, but must

- be United States citizens, nationals, refugee aliens, or permanent resident aliens at the time of application;

- be enrolled full time in computer science, computer technology, engineering, engineering technology, or mathematics degree programs at the associate, baccalaureate, or graduate level;

- demonstrate academic potential or ability; and

- demonstrate financial need, defined for undergraduate students by the US Department of Education rules for Federal financial aid, or, for graduate students, defined as eligibility for Graduate Assistance in Areas of National Need (GANN).

Financial need is defined for undegraduates by the U.S. Department of Education as the Cost of Attendance (COA) minus the Estimated Family Contribution (EFC) (see http://www.ed.gov/prog_info/SFA/StudentGuide/2000-1/need.html). The Cost of Attendance, as defined by the U.S. Congress, is the total amount it will cost a student to go to school, including tuition and fees; on-campus room and board (or a housing and food allowance for off-campus students); allowances for books, supplies, transportation, loan fees, dependent care, costs related to a disability; and miscellaneous expenses. The Estimated Family Contribution is determined by the Free Application for Federal Student Aid (FAFSA) form and represents the expected family contribution toward the Cost of Attendance (http://www.fafsa.ed.gov). It is recommended that the PI consult the campus financial aid office for more information regarding the institutional COA or the calculation of student financial need.

IV. AWARD INFORMATION

The number and size of awards will vary depending upon the scope of projects and availability of funds. In fiscal year 2001, approximately $35.4 million is expected to be available to support approximately 100 new CSEMS awards. These awards are normally not expected to exceed $100,000 per year for up to four years.

If the submitting organization has never received an NSF award, it is recommended that the organization's appropriate administrative officials become familiar with the policies and procedures in the NSF Grant Policy Manual (GPM) (NSF 95-26) which are applicable to most NSF awards. The Prospective New Awardee Guide (NSF 99-78) includes Administration and Management Information; Accounting System Requirements; Auditing Information; and information of Payments to Organizations with Awards. This information will assist an organization in preparing documents that NSF requires to conduct administrative and financial reviews of an organization. The guide also serves as a means of highlighting the accountability requirements associated with Federal awards. This document is available electronically on NSF's Web site via http://www.nsf.gov/cgi-bin/getpub?nsf9978.

V. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Proposal Preparation Instructions

Letters of Intent: Optional Letters of Intent submitted in response to this announcement must be submitted by 5:00 PM, local time, on March 15, 2001. Letters should merely indicate intent to submit a proposal and should be sent by electronic mail to csems@nsf.gov.

Full Proposal:

Proposals submitted in response to this program announcement/solicitation should be prepared and submitted in accordance with the general guidelines contained in the NSF *Grant Proposal Guide* (GPG). The complete text of the GPG is available electronically on the NSF Web Site at: http://www.nsf.gov/cgi-bin/getpub?nsf012. Paper copies of the GPG may be obtained from the NSF Publications Clearinghouse, telephone (301) 947-2722 or by e-mail from pubs@nsf.gov.

FastLane Requirements
FastLane, NSF's System for conducting business over the Internet, must be used to prepare and submit proposals. PIs who have not used FastLane before are asked to make sure that their institution is a registered FastLane institution and to contact this institution's Sponsored Research Office (which might also be known as the Office of Grants Administration, Office of Sponsored Research, Office of Research, etc.) to be added to the NSF PI database. (All Co-PIs listed in the proposal must also be in the NSF PI database.) New FastLane users should acquaint themselves with the system as early as possible--well before the proposal deadline.

While filling out the cover sheet in FastLane, it is important to choose "CSEMS--CS, ENG & MATH SCHOLAR" from the list of programs in the "NSF Unit Consideration" section. This choice must be specified in order to have access to the DUE Project Data Form (Form 1295,) which is required for CSEMS proposals.

Full Proposal Content.

A. Cover Sheet, NSF Form 1207.
An informative title for the proposed Computer Science, Engineering and Mathematics Scholarship project must be provided on the appropriate line (please use the full project title and refrain from using the CSEMS acronym or the institution's name in the project title).

B. Project Summary.
Provide a brief (500 words or less) description of the CSEMS project including the number of scholarships to be provided, the discipline areas to be served by the scholarship funds, the objectives of the program, and basic information about the student recruitment, selection, support and career placement services to be provided as part of the CSEMS project.

C. Table of Contents, NSF Form 1359.
The Table of Contents is generated by FastLane and cannot be edited.

D. Project Description.The Project Description must not exceed 15 single-spaced pages and should contain the following information:

1. **Results from Prior NSF Support**.
Please report on the results from related prior NSF support. Provide information about any existing CSEMS projects at the institution and describe the relevance of this proposed project to the existing CSEMS project.

2. **Project Objectives and Plans**.
The project should have specific objectives that reflect the objectives of the CSEMS program and local needs, as well as specific plans to select students, encourage them to achieve their best academic performance, and enable them to enter the workforce in their fields.

3. **Activities on Which the Current Project Builds**.
CSEMS projects should build on existing student support structures and program elements. Project plans and descriptions should include a summary of results from any related previous funding and the relationship of this proposed project to the prior projects.

4. **CSEMS Project Management Plan**.
CSEMS projects should be guided by a management plan in which the key personnel, the strategic plan, and project logistics are defined. The roles and responsibilities of the personnel involved should be clear. The Principal Investigator (PI) must be a faculty member in one of the CSEMS disciplines who can provide the leadership needed in order to ensure the success of the project. The PI will have overall responsibility for administering the project and for interacting with NSF. There should be evidence of faculty support and participation beyond the Principal Investigator within the disciplines impacted by this project. Financial aid and student support specialists as well as business and industry representatives may also be appropriate individuals to include in the management team as Co-Principal Investigators.

Plans should be in place for activities such as advertising and recruitment of students, selection of students, maintenance of CSEMS records, reporting responsibilities, oversight for student support services, and implementing a process by which students who lose CSEMS eligibility will be replaced by new students.

The management plan should indicate how students' eligibility will be determined, the mechanisms by which scholarships for students will be provided (up to a maximum amount of $3125 per year per student) and how scholarship program outcomes will be evaluated and disseminated. Demographic information (which should be included in the proposal), including student enrollment, the number of majors and graduates, and data on retention, graduation, and job placement, should support the number and size of the scholarships requested.

Grantee institutions may request additional funds of up to 5% of the total scholarship amount to support project management and administrative costs. See Section V-A, Proposal Preparation Instructions, for a discussion of budget detail.

5. **Student Selection Process and Criteria**.
The proposal should include a plan for the process by which students will be recruited to the program and selected to receive the CSEMS scholarship award. Included in this plan should be a description of the eligibility criteria to be used in selecting scholars. The program requires that the students meet the requirements for citizenship, major, academic potential, and need that are outlined in Section III-C, Eligibility Information, Scholarship

Recipients. Projects should have additional selection criteria that reflect the local program. CSEMS scholars must be able to demonstrate their eligibility in each semester or quarter of CSEMS support.

The selection process for scholarship recipients should include indicators of academic merit and other indicators of likely professional success. Multiple indicators may be appropriate in gauging both academic merit (e.g., grade point average, placement test results) and professionalism (e.g., motivation, ability to manage time and resources, communication skills). Selection criteria should be flexible enough to accommodate applicants who come from diverse backgrounds and with diverse career goals. Efforts to increase the number of underrepresented individuals in CSEMS fields, including women, racial and ethnic minorities, and persons with disabilities are encouraged. Institutions that propose to address the issue of underrepresented groups in their CSEMS project should clearly articulate a plan for recruiting, retaining, and mentoring underrepresented students.

6. **CSEMS Student Support Services and Programs**.
It is expected that grantee institutions will have or develop support programs and services designed to enhance student learning, confidence, performance, retention to graduation, and career or higher education placement. Examples of student support include:

- Recruitment of students to higher education programs and careers in the CSEMS disciplines;

- Support and mentoring of students by faculty and industry representatives;

- Academic support services such as tutoring, study-groups, or supplemental instruction programs;

- Industry experiences or internship opportunities;

- Community building and support among CSEMS scholars within the institution;

- Participation in local or regional professional, industrial or scientific meetings and conferences;

- Access to appropriate technology and technological support personnel;

- Career counseling and job placement services for CSEMS scholars.

If these support services and programs already exist, there should be a plan to adapt them to meet the specific objectives of the CSEMS project.

Grantee institutions may request additional funds of up to 5% of the total scholarship amount for student support infrastructure costs. See section V. A., Proposal Preparation Instructions, for a discussion of budget detail.

7. **Quality Educational Programs**.
Institutions should provide evidence of the high quality of their educational programs, including those in the targeted disciplines. For example:

- External accreditations held by the institution, especially those held in the CSEMS disciplines to be supported by this project;

- Academic courses of study that are well-defined, current, and academically rigorous;

- Percentage of enrolled students who are retained through completion of the targeted degree;

- Percentage of students who continue their education at higher degree levels;

- Data on student placement in employment or further higher education upon graduation.

8. **Summary**. In summary, the proposal should clearly describe the plan for implementing a program with the goals and characteristics outlined in the preceding text. The proposal should include, within the project description (limited to 15 single-spaced pages), the following:

- Statement of the project objectives and plans;

- Discussion of the project's significance;

- Discussion of activities on which the project builds (including results from prior NSF support and particularly connections to any existing CSEMS award at the institution);

- Evidence of the quality of the institution's educational programs;

- Description of the management plan, including discussion of the role of faculty in the disciplines in the operation of the project;

- Student selection criteria;

- Description of the student support structure and its impact on students;

- Information on the demographics of the departments or programs affected by the scholarships, including number of majors and number of graduates per year, as well as information on enrollment and retention within the institution and programs involved;

- Rationale for the number of scholarships and the scholarship amount requested;

- Plans for documentation of project activities and assessment of outcomes.

E. References Cited. If Applicable.

F. Biographical Sketches.
Include a 2-page biographical sketch for the Principal Investigator and each listed Co-Principal Investigator and/or Senior Personnel.

G. Budget (NSF Form 1030), Budget Justification and Allowable Costs:
Provide a budget for each year of support requested. The average CSEMS request is anticipated to not exceed $100,000 per year.

- No indirect costs are allowed.

- Allocations for scholarships should be indicated in Section F.1 Participant Support – "Stipends" of the budget form (NSF form 1030). Scholarships may be requested for up to $3125 per student per year.

- Additional funds of up to 10% of the total scholarship amount may be requested for expenses related to program administration (up to 5%) and student support services (up to 5%). The request for funds under this 10% allowance must be assigned to the appropriate NSF budget categories on the NSF budget form (NSF form 1030) and must be explained on the budget explanation page. Refer to the GPG instructions for appropriate categories. Do not enter costs on line G.6., "Other."

- Faculty salary requests must be accompanied by an appropriate indication of the fraction of academic or summer months to be paid by the grant. If no salary is requested from the grant, then the fraction of academic and summer months should be listed on the budget form as zero. Faculty time committed to the project but not funded through the NSF request may be indicated as cost sharing on line M of the budget and, if so, must be described in the budget explanation.

H. Current and Pending Support, NSF Form 1239.
A Current and Pending Support form must be completed for the Principal Investigator and each Co-Principal Investigator.

I. Facilities, Equipment, and Other Resources, NSF Form 1363:
See GPG Section II. D.9.

J. Special Information and Supplementary Documentation.
Include scanned copies of letters of institutional support as well as letters documenting industry support or partnership committments. Do not send paper copies to NSF.

K. Appendices.
A limited number of carefully selected materials that serve as evidence of the high quality of academic programs or further demonstrate excellence in student recruitment, support or career placement may be included in the appendices.

Proposers are reminded to identify the program solicitation number (NSF 01-62) in the program announcement/solicitation block on the proposal Cover Sheet (NSF Form 1207).

Compliance with this requirement is critical to determining the relevant proposal processing guidelines. Failure to submit this information may delay processing.

B. Budgetary Information

Cost sharing is not required in proposals submitted under this Program Solicitation.

Indirect Cost (F&A) Limitations: No indirect costs are allowed

Other Budgetary Limitations: Additional funds up to 10% of the total scholarship amount may be requested for expenses related to program administration (up to 5%) and student services (up to 5%), all of which must be listed under the appropriate NSF budget categories.

C. Deadline/Target Dates

Proposals must be submitted by the following date(s):

Letters of Intent (*optional*): March 15, 2001
Full Proposals *by 5:00 PM local time*: May 1, 2001

Optional Letters of Intent are encouraged and should be sent to csems@nsf.gov by March 15, 2001.

D. FastLane Requirements

Proposers are required to prepare and submit all proposals for this Program Solicitation through the FastLane system. Detailed instructions for proposal preparation and submission via FastLane are available at: http://www.fastlane.nsf.gov/a1/newstan.htm. For FastLane user support, call 1-800-673-6188.

Submission of Signed Cover Sheets. The signed copy of the proposal Cover Sheet (NSF Form 1207) must be postmarked (or contain a legible proof of mailing date assigned by the carrier) within five working days following proposal submission and be forwarded to the following address:

National Science Foundation
DIS – FastLane Cover Sheet
4201 Wilson Blvd.
Arlington, VA 22230

VI. PROPOSAL REVIEW INFORMATION

A. NSF Proposal Review Process

Reviews of proposals submitted to NSF are solicited from peers with expertise in the substantive area of the proposed research or education project. These reviewers are selected by Program Officers charged with the oversight of the review process. NSF invites the proposer to suggest at the time of submission, the names of appropriate or inappropriate reviewers. Care is taken to ensure that reviewers have no conflicts with the proposer. Special efforts are made to recruit reviewers from non-academic institutions, minority-serving institutions, or adjacent disciplines to that principally addressed in the proposal.

Proposals will be reviewed against the following general review criteria established by the National Science Board. Following each criterion are potential considerations that the reviewer may employ in the evaluation. These are suggestions and not all will apply to any given proposal. Each reviewer will be asked to address only those that are relevant to the proposal and for which he/she is qualified to make judgements.

What is the intellectual merit of the proposed activity?
How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of the prior work.) To what extent does the proposed activity suggest and explore creative and original concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

What are the broader impacts of the proposed activity?
How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?

Principal Investigators should address the following elements in their proposal to provide reviewers with the information necessary to respond fully to both of the above-described NSF merit review criteria. NSF staff will give these elements careful consideration in making funding decisions.

Integration of Research and Education
One of the principal strategies in support of NSF's goals is to foster integration of research and education through the programs, projects, and activities it supports at academic and research institutions. These institutions provide abundant opportunities where individuals

may concurrently assume responsibilities as researchers, educators, and students and where all can engage in joint efforts that infuse education with the excitement of discovery and enrich research through the diversity of learning perspectives.

Integrating Diversity into NSF Programs, Projects, and Activities
Broadening opportunities and enabling the participation of all citizens -- women and men, underrepresented minorities, and persons with disabilities -- is essential to the health and vitality of science and engineering. NSF is committed to this principle of diversity and deems it central to the programs, projects, and activities it considers and supports.

Additional Review Criteria
Reviewers will be asked to consider the above two merit review criteria with emphasis placed on the CSEMS program components (see "Program Description"). Those elements include:

- Student-support infrastructure for the successful graduation of scholarship recipients,

- Management and administration plan that is effective and clearly articulated,

- Evidence of faculty participation and support from the appropriate financial aid and student services personnel,

- Justification of the number and amount of scholarship request based on current student demographics, and

- Educational program of high quality.

A summary rating and accompanying narrative will be completed and signed by each reviewer. In all cases, reviews are treated as confidential documents. Verbatim copies of reviews, excluding the names of the reviewers, are sent to the Principal Investigator/Project Director by the Program Director. In addition, the proposer will receive an explanation of the decision to award or decline funding.

B. Review Protocol and Associated Customer Service Standard

All proposals are carefully reviewed by at least three other persons outside NSF who are experts in the particular field represented by the proposal. Proposals submitted in response to this announcement/solicitation will be reviewed by Panel Review.

Reviewers will be asked to formulate a recommendation to either support or decline each proposal. The Program Officer assigned to manage the proposal's review will consider the advice of reviewers and will formulate a recommendation.

NSF will be able to tell applicants whether their proposals have been declined or recommended for funding within six months for 95 percent of proposals. The time interval begins on the proposal deadline or target date or from the date of receipt, if deadlines or target dates are not used by the program. The interval ends when the Division Director accepts the Program Officer's recommendation.

In all cases, after programmatic approval has been obtained, the proposals recommended for funding will be forwarded to the Division of Grants and Agreements for review of business, financial, and policy implications and the processing and issuance of a grant or other agreement. Proposers are cautioned that only a Grants and Agreements Officer may make commitments, obligations or awards on behalf of NSF or authorize the expenditure of funds. No commitment on the part of NSF should be inferred from technical or budgetary discussions with a NSF Program Officer. A Principal Investigator or organization that makes financial or personnel commitments in the absence of a grant or cooperative agreement signed by the NSF Grants and Agreements Officer does so at its own risk.

VII. AWARD ADMINISTRATION INFORMATION

A. Notification of the Award

Notification of the award is made to *the submitting organization* by a Grants Officer in the Division of Grants and Agreements. Organizations whose proposals are declined will be advised as promptly as possible by the cognizant NSF Program Division administering the program. Verbatim copies of reviews, not including the identity of the reviewer, will be provided automatically to the Principal Investigator. (See section VI.A. for additional information on the review process.)

B. Award Conditions

An NSF award consists of: (1) the award letter, which includes any special provisions applicable to the award and any numbered amendments thereto; (2) the budget, which indicates the amounts, by categories of expense, on which NSF has based its support (or otherwise communicates any specific approvals or disapprovals of proposed expenditures); (3) the proposal referenced in the award letter; (4) the applicable award conditions, such as Grant General Conditions (NSF-GC-1)* or Federal Demonstration Partnership (FDP) Terms and Conditions * and (5) any announcement or other NSF issuance that may be incorporated by reference in the award letter. Cooperative agreement awards also are administered in accordance with NSF Cooperative Agreement Terms and Conditions (CA-1). Electronic mail notification is the preferred way to transmit NSF awards to organizations that have electronic mail capabilities and have requested such notification from the Division of Grants and Agreements.

*These documents may be accessed electronically on NSF's Web site at http://www.nsf.gov/home/grants/grants_gac.htm. Paper copies may be obtained from the NSF Publications Clearinghouse, telephone (301) 947-2722 or by e-mail from pubs@nsf.gov.

More comprehensive information on NSF Award Conditions is contained in the NSF *Grant Policy Manual* (GPM) Chapter II, available electronically on the NSF Web site at http://www.nsf.gov/cgi-bin/getpub?gpm. The GPM is also for sale through the Superintendent of Documents, Government Printing Office (GPO), Washington, DC 20402. The telephone number at GPO for subscription information is (202) 512-1800. The GPM may be ordered through the GPO Web site at http://www.gpo.gov.

C. Reporting Requirements

For all multi-year grants (including both standard and continuing grants), the PI must submit an annual project report to the cognizant Program Officer at least 90 days before the end of the current budget period.

In addition, in response to the need for NSF to report on the operation and success of the CSEMS program, a web-based survey has been developed for the purpose of tracking student success and evaluating the overall impact of the CSEMS program. An external evaluator has been retained to assist in the program evaluation process. This evaluator will use the demographic data and student contact information to conduct formative and summative evaluation of the CSEMS program which includes post-graduation and post-employment assessment. These data are not used to evaluate individual projects.

Each CSEMS PI is required to complete the CSEMS web survey for each CSEMS scholar and subsequently update the information reported through the web site during each semester of continued CSEMS support. Instructions will be provided shortly after the award to successful grantees. This survey must be completed within 30 days of the beginning of each semester or quarter and includes the following information about each CSEMS scholar: name, permanent address, school address, major, career goals, race/ethnicity (student's option to report), disabilities (student's option to report), gender, date of birth, grade point average, participation in an internship (in a CSEMS-related area), and student employment (part-time or full-time; not necessarily in a CSEMS-related area). Any information that would permit identification of individual respondents will be held in strict confidence.

Within 90 days after the expiration of an award, the PI also is required to submit a final project report. Approximately 30 days before expiration, NSF will send a notice to remind the PI of the requirement to file the final project report. Failure to provide final technical reports delays NSF review and processing of pending proposals for that PI. PIs should examine the formats of the required reports in advance to assure availability of required data.

NSF has implemented an electronic project reporting system, available through FastLane. This system permits electronic submission and updating of project reports, including information on project participants (individual and organizational), activities and findings, publications, and other specific products and contributions. PIs will not be required to re-enter information previously provided, either with a proposal or in earlier updates using the electronic system.

VIII. CONTACTS FOR ADDITIONAL INFORMATION

General inquiries regarding NSF Computer Science, Engineering, and Mathematics Scholarships should be made to:

- Harriet Taylor, Co-Lead Program Officer, Division of Undergraduate Education, Room 835, telephone: 703-292-4642, e-mail: htaylor@nsf.gov.

- Diane Jones, Co-Lead Program Officer, Division of Undergraduate Education, Room 835, telephone: 703-292-4629, e-mail: djones@nsf.gov.

For questions related to the use of FastLane, contact:

- FastLane Help Desk, telephone: 703-292-8042, e-mail: fastlane@nsf.gov.

- Antionette Allen, Computer Specialist, Division of Undergraduate Education, Room 835, telephone: 703-292-4646, e-mail: duefl@nsf.gov.

- Mark Claire, Science Education Analyst, Division of Undergraduate Education, Room 835, telephone: 703-292-4619, e-mail: duefl@nsf.gov.

IX. OTHER PROGRAMS OF INTEREST

The NSF *Guide to Programs* is a compilation of funding for research and education in science, mathematics, and engineering. The NSF *Guide to Programs* is available electronically at http://www.nsf.gov/cgi-bin/getpub?gp. General descriptions of NSF programs, research areas, and eligibility information for proposal submission are provided in each chapter.

Many NSF programs offer announcements or solicitations concerning specific proposal requirements. To obtain additional information about these requirements, contact the appropriate NSF program offices. Any changes in NSF's fiscal year programs occurring after press time for the *Guide to Programs* will be announced in the NSF E-Bulletin, which is updated daily on the NSF web site at http://www.nsf.gov/home/ebulletin, and in individual program announcements/solicitations. Subscribers can also sign up for NSF's Custom News Service (http://www.nsf.gov/home/cns/start.htm) to be notified of new funding opportunities that become available.

The following programs might also be of interest:

- EHR/DUE - Advanced Technological Education (ATE) (NSF 00-62)

- EHR/DUE - Course, Curriculum, and Laboratory Improvement (CCLI) (NSF 00-63)

- EHR/DUE - National Science, Mathematics. Engineering, and Technology Education Digital Library (NSDL) (NSF 00-44)

- EHR/DUE - Federal Cyber Service: Scholarship for Service (SFS)(NSF 01-11)

- EHR/DGE - NSF Graduate Teaching Fellows in K-12 Education (GK-12) (NSF 00-46)

- EHR/HRD - Louis Stokes Alliances for Minority Participation (AMP) (NSF 01-14)

- EHR/HRD - Historically Black Colleges and Universities - Undergraduate Program (HBCU-UP) (NSF 00-131)

- EHR/HRD - Activities in Science, Engineering, and Mathematics for Persons with Disabilities (NSF 00-69)

- EHR/HRD - Program for Gender Equity in Science, Mathematics, Engineering, and Technology (NSF 01-6)

- CISE/EI - Educational Innovation Program (NSF 00-33)

- CISE/EIA - Minority Institutions Infrastructure Program (NSF 96-15)

- ENG & CISE - Combined Research-Curriculum Development (CRCD) (NSF 00-66)

- ENG/EEC - The Action Agenda for Systemic Engineering Education Reform (NSF 99-169)

- MPS/DMS - Vertical Integration of Research and Education in Mathematical Sciences (VIGRE) (NSF 00-40)

- NSF-wide - Research Experiences for Undergraduates (REU) (NSF 00-107)

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Facilitation Awards for Scientists and Engineers with Disabilities (FASED) provide funding for special assistance or equipment to enable persons with disabilities (investigators and other staff, including student research assistants) to work on NSF-supported projects. See the program announcement/solicitation for further information.

The National Science Foundation has Telephonic Device for the Deaf (TDD) and Federal Information Relay Service (FIRS) capabilities that enable individuals with hearing impairments to communicate with the Foundation about NSF programs, employment or general information. TDD may be accessed at (703) 292-5090, FIRS at 1-800-877-8339.

The National Science Foundation is committed to making all of the information we publish easy to understand. If you have a suggestion about how to improve the clarity of this document or other NSF-published materials, please contact us at plainlanguage@nsf.gov.

PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

The information requested on proposal forms and project reports is solicited under the authority of the National Science Foundation Act of 1950, as amended. The information on proposal forms will be used in connection with the selection of qualified proposals; project reports submitted by awardees will be used for program evaluation and reporting within the Executive Branch and to Congress. The information requested may be disclosed to qualified reviewers and staff assistants as part of the proposal review process; to applicant institutions/grantees to provide or obtain data regarding the proposal review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies needing information as part of the review process or in order to coordinate programs; and to another Federal agency, court or party in a court or Federal administrative proceeding if the government is a party. Information about Principal Investigators may be added to the Reviewer file and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records," 63 Federal Register 267 (January 5, 1998), and NSF-51, "Reviewer/Proposal File and Associated Records," 63 Federal Register 268 (January 5, 1998). Submission of the information is voluntary. Failure to provide full and complete information, however, may reduce the possibility of receiving an award.

Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0058. Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to: Suzanne Plimpton, Reports Clearance Officer, Information Dissemination Branch, Division of Administrative Services, National Science Foundation, Arlington, VA 22230, or to Office of Information and Regulatory Affairs of OMB, Attention: Desk Officer for National Science Foundation (3145-0058), 725 17th Street, N.W. Room 10235, Washington, D.C. 20503.